

## APPENDIX 2-A

### FORMAT FOR A WORK PLAN FOR UST ACTIVITIES

Page

#### **PART A**     **GENERAL INFORMATION**

- \_\_\_\_\_ I. Name and address of facility
- \_\_\_\_\_ II. Area map showing facility location relative to nearby landmarks such as ocean, streams, roads, parks, commercial/industrial areas, etc. Within 1/4 mile radius of the site, show location of public and private drinking water wells, irrigation wells, and underground injection wells. Indicate map orientation with North directional arrow.
- \_\_\_\_\_ III. Site map showing details of the following:
- \_\_\_\_\_ · Underground tanks and piping locations (or previous locations, if removed)
  - \_\_\_\_\_ · Storm drains, sewer and electrical lines
  - \_\_\_\_\_ · Septic tanks, cesspools, and leach fields
  - \_\_\_\_\_ · Buildings and structures, including locations of demolished structures
  - \_\_\_\_\_ · Property boundaries
  - \_\_\_\_\_ · Chemical storage, transfer, and holding areas
  - \_\_\_\_\_ · Location of areas where current or past commercial/industrial activities are or have taken place (e.g., washout areas, sumps, trenches, injection wells, pits, ponds, lagoons, dumping grounds, etc.)
- \_\_\_\_\_ IV. Description of local topography, geology, nearby water bodies, flora/fauna, and estimated/measured depth to ground water.
- \_\_\_\_\_ V. Description of current and past site uses and any commercial/industrial activities which are or have occurred at the site, including UST uses. Identify chemical or petroleum substances and any estimate of quantities released.
- \_\_\_\_\_ VI. Description of population and land use(s) of surrounding area.
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- \_\_\_\_\_ VII. List and summaries of all existing environmental information pertaining to the facility including results of record search, industrial accident reports, leak reports, UST testing reports, environmental assessments, etc.

## **PART B      PURPOSE AND SCOPE OF PROPOSED WORK**

- \_\_\_\_\_ I. Discussion of how this proposed work plan is intended to fit in with other phases of environmental work performed, or planned for in the near future, if any. Include a discussion of the technical approach used or proposed to be used in this phase of work.
- \_\_\_\_\_ II. Discussion of any or all of the following purposes for this proposed work plan which may be applicable:
- \_\_\_\_\_ · Record search
  - \_\_\_\_\_ · Preliminary site assessment
  - \_\_\_\_\_ · Emergency response and release abatement
  - \_\_\_\_\_ · Contaminated soil investigation
  - \_\_\_\_\_ · Contaminated soil remediation
  - \_\_\_\_\_ · Contaminated ground water investigation
  - \_\_\_\_\_ · Contaminated ground water remediation
  - \_\_\_\_\_ · Soil and/or ground water sampling for UST closures
- \_\_\_\_\_ III. Discussion of conditions under which this proposed work plan may not be followed. Description of how the work plan may be modified accordingly.

## **PART C      SCHEDULE OF PROPOSED ACTIVITIES**

- \_\_\_\_\_ The work plan schedule should include a description of milestone tasks to be completed. Provide dates for start and completion of each task with any interim dates for progress reports agreed upon. Include a time period for data review and a due date(s) for final report(s). For multiple-task work

plans, include a diagram, flow chart, or critical path chart to help readers to understand the schedule of work activities planned.

#### **PART D**      **STATEMENT OF INTENDED DATA USAGE**

If the proposed work plan includes the procurement of environmental data, define the types of environmental decisions to be made, identify the intended uses of the data (i.e., **define the data quality objectives**), and design an appropriate data collection program. The data quality objectives dictate the level of detail required in the Field Sampling Plan and the Quality Assurance Project Plan which may be integral parts of this proposed work plan. The following are examples of possible uses of environmental data, and any one or combination of several may be intended uses for a proposed work plan:

- \_\_\_\_\_ I. Confirm suspected contaminants or concentrations of contaminants
- \_\_\_\_\_ II. Qualitatively assess the nature and extent of contamination
- \_\_\_\_\_ III. Design subsequent sampling events
- \_\_\_\_\_ IV. Implement emergency response and release abatement actions
- \_\_\_\_\_ V. Compare contaminant concentrations found with established criteria
- \_\_\_\_\_ VI. Assess exposure, endangerment, and risks
- \_\_\_\_\_ VII. Screen or select cleanup alternatives
- \_\_\_\_\_ VIII. Use as input to conceptual design of cleanup technologies and methods
- \_\_\_\_\_ IX. Use in documenting residual contaminants, if any, upon completion of UST closure

#### **PART E**      **DESCRIPTION OF PROPOSED ACTIVITIES**

- I. Give complete descriptions of all major tasks planned. Include the incremental steps necessary to accomplish each task.
- \_\_\_\_\_ · For record search tasks, identify possible sources for information and how the information will be obtained.

- \_\_\_\_\_ · For preliminary site assessment tasks, describe logistics of the site visit, inspection and data gathering protocol, and extent of any environmental measurements to be taken.
- \_\_\_\_\_ · For emergency response and release abatement tasks, describe situations anticipated, equipment and materials needed, and procedures to be followed.
- \_\_\_\_\_ · For soil and/or ground water investigative tasks, include (or reference) a Field Sampling Plan and a Quality Assurance Project Plan developed to the appropriate level of detail commensurate with the data quality objective for the sampling event.
- \_\_\_\_\_ · For cleanup tasks, identify cleanup objectives and remediation technologies and methods to be employed onsite and offsite. For offsite remediation, include a copy, or reference, an Operations Manual for the process. Include a cleanup plan to monitor and report to DOH the effectiveness of the technologies and methods employed.
- \_\_\_\_\_ II. Data quality objectives requiring known, defensible data quality for sound decision-making purposes mandate that an adequate Field Sampling Plan and an adequate Quality Assurance Project Plan be developed and followed. Section 7 sets forth guidance in this regard.
- \_\_\_\_\_ III. Data quality objectives for tasks such as screening, scoping, or qualitatively assessing a site for contaminants do not necessitate a rigorous Field Sampling Plan or Quality Assurance Project Plan.
- \_\_\_\_\_ IV. Provide supporting rationale for all data collection tasks. Give reasons for measuring specific contaminants. Give reasons for measuring contaminants at specific sampling locations.

## **PART F      DOCUMENTATION AND REPORTING**

- \_\_\_\_\_ I. Observations and details on how each task in the proposed work plan was accomplished should be carefully noted in a daily field log book.
- \_\_\_\_\_ II. Upon completion of the tasks in the work plan, specify that a data report will be prepared for submittal to DOH which describes the work performed, presents the data and findings, give conclusions, and set forth recommendations.

- \_\_\_\_\_ III. To the extent possible at this point in the release response, specify that appropriate information and reports will be prepared for submittal to DOH as required by the State regulations. Formats for such information and reports are set forth in Section 5.

**PART G      QUALIFICATIONS OF ENVIRONMENTAL PERSONNEL**

- \_\_\_\_\_ I. Provide a list of all persons by name, title, and company affiliation who will be performing the tasks set forth in this proposed work plan.
- \_\_\_\_\_ II. Provide a description of the duties and responsibilities of each person with respect to the work plan tasks.
- \_\_\_\_\_ III. Provide the qualifications of each person listed including education, experience, and training.
- \_\_\_\_\_ IV. Provide an project organizational diagram of all persons, including consultants/contractors.
- \_\_\_\_\_ V. Provide the name and telephone number for one person designated as the Project Coordinator responsible for the day-to-day response activities for carrying out this work plan.